

## Writing a Job Description

A job description is a living document which should be updated as often as necessary. It lists the general tasks and responsibilities of a position, including the knowledge, skills, and abilities needed. The job description should give a clear indication of what work the employee does, initially to help fill an open position and later to support performance management and appraisal.

A good job description should include:

- Job title
- Main purpose(s) of the post
- Accountability (to whom the worker is responsible)
- Supervisory responsibility (workers who the person supervises or manages)
- Main responsibilities of the job, with a detailed breakdown if this is appropriate. Include only tasks that are genuinely part of the job
- Skills required
- Why the duties and tasks are important
- When and how often tasks should be performed
- Starting date and duration, if the job is for a fixed period, or the fact that it is temporary if the job is not intended to be permanent but a fixed ending date has not yet been set
- Summary of the main conditions of employment, including salary range, increments, pension arrangements, hours of work, holiday, probationary period, arrangements for supervision and appraisals;
- Date on which job description was last updated and approved

When writing a job description, make sure there is no discriminatory language. It is also important to keep the job description flexible, dynamic, and current.

Source: <http://www.aidworkers.net/?q=advice/humanresources/recruitment/jobdescription>